



# TERM 1 COURSE GUIDE

3 February - 4 April 2025



**Bass Coast  
Adult Learning**

5672 3115  
[info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au)  
239 White Road Wonthaggi  
RTO ID: 3720

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Front cover image courtesy of NDIS Capacity Building Art class participants.

## How to enrol

Fee concession and payment plans are available on most courses. For enrolment queries call 5672 3115 or email [info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au)

Capacity Building sessions are invoiced monthly to the participants nominated email address, and will be payable within 7 days. We are unable to accept participants with solely NDIA managed NDIS plans.

## Group bookings

Onsite group training is available. Call 5672 3115 or email [info@bcal.vic.edu.au](mailto:info@bcal.vic.edu.au) for more information and to discuss your options and payment plans.

## Become a member

BCAL members enjoy special rates on courses and regular newsletters announcing events and new courses. Introductory rate \$5.



## TAFE STUDY SUPPORT GROUP

Study support for any online TAFE or Registered Training Organisations courses. Meet with other students in face-to-face small groups. A learning specialist can help you with:

- assignments and assessment tasks
- maths and writing skills
- staying on track with study
- effective ways to study and manage your time.

Every Fri starting 7 Feb  
Between 10am – 3pm  
Call to discuss cost

# 2025 CARE AND SUPPORT PATHWAY COURSES



## Childcare

10 Fridays starting 7 Feb  
10am – 3pm  
\$50 (\$35 concession)



## Aged Care

10 Fridays starting 2 May  
10am – 3pm  
\$50 (\$35 concession)



## Health Support Services

10 Fridays starting 25 Jul  
10am – 3pm  
\$50 (\$35 concession)



## Disability Support

10 Fridays starting 11 Oct  
10am – 3pm  
\$50 (\$35 concession)



- Prepare for a high-demand industry
- Network with industry guest speakers
- Discover job opportunities that don't require qualifications
- Develop your language, literacy, numeracy and computer skills for specific jobs
- Explore traineeship possibilities
- Boost your confidence for interviews
- Gain insights into career advancement



# JOB READINESS COURSES

## Ready to take the next step in your career?

These courses are designed to equip you with the skills in any industry and confidence you need to succeed in today's job market. Learn about:

- Workplace skills
- Improve your resume
- How to succeed in interviews
- Build your professional network.



### Employable Me

10 Fridays starting 7 Feb  
10am – 3pm  
\$50 (\$35 concession) or free (if eligible)



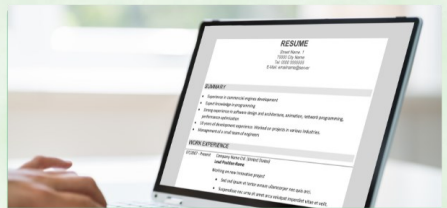
### Moving On

10 Fridays starting 2 May  
10am – 3pm  
\$50 (\$35 concession) or free (if eligible)



### Be Work Ready

10 Fridays starting 25 Jul  
10am – 3pm  
\$50 (\$35 concession) or free (if eligible)



### Job Readiness

10 Fridays starting 11 Oct  
10am – 3pm  
\$50 (\$35 concession) or free (if eligible)





## CERTIFICATE III IN HORTICULTURE



AHC30716 superseded by AHC30722  
(under transition)

Whether you want to maintain beautiful gardens, work outdoors or in a nursery helping customers choose plants, this course is for you. Receive hands-on training in the BCAL training garden as well as industry work experience.

Units include:

- Controlling plant pests, diseases and disorders
- Implement a plant establishment program
- Applying environmentally sustainable work practices
- Performing specialist amenity pruning

3 days per week

Mon 3 Feb – Dec 2025

9.30am - 3pm

Call to discuss cost



## CERTIFICATE II IN HOSPITALITY



SIT20316

This course is for people who want basic hospitality skills and knowledge. It will prepare you to work in restaurants, hotels, clubs, and cafés. You will learn how to:

- process financial transactions
- serve food and beverages
- use hygienic practices for food safety
- participate in safe work practices.

1 day per week, 6 months

Wed 5 Feb

9.30am - 3pm

Call to discuss cost



## CERTIFICATE II IN SALON ASSISTANT (HAIR)



SHB20216

Get ahead in the Hair & Beauty industry and complete a qualification to take with you!

Units include:

- Professional shampoo, basin and blow wave techniques
- Application and removal of colour
- Customer service skills
- Conducting salon transactions
- Using industry designed software
- Work placement to extend classroom knowledge

1 day per week for 6 months

Wednesday 7 Feb

9.15am – 3.15pm

Call to discuss cost

### Hair appointments

Book in for a shampoo, blow dry, straightening, braiding or basic colouring every Wednesday from 11am – 3pm.

## CERTIFICATE III IN INFORMATION TECHNOLOGY



ICT30120

This Certificate offers a pathway into a high demand industry. The program will engage students foundational knowledge in critical thinking and customer support skills. Students will be well prepared to take up positions in the IT Support industry or continue with further education.

Units include:

- Build simple web pages
- Introductory programming techniques
- Provide advice to clients
- Produce digital images
- Use cloud computing solutions
- Identify online security threats

Wednesdays and Fridays

10am – 3pm

Starting Wed 11 Feb

\$600 (\$240 conc)



## MIGRANT ENGLISH



Small friendly classes in a relaxed and focused learning environment. This program is designed for people from a migrant background who are interested in improving their English language skills.

Enrol at any time.

You may be eligible for free tuition even if you were not eligible before.

Certificates delivered  
22484VIC, 22485VIC, 22486VIC

Certificate in English as an Additional Language

Weekly, Mondays and Tuesdays

10am – 3pm | Free



The Adult Migrant English Program is funded by the Australian Government Department of Home Affairs

## READING, WRITING AND MATHS FOR LIFE



Do you, or someone you know, need tips on reading, spelling, writing or maths skills?

There are excursions, interactive games and lots of fun.

- feel more confident with paperwork
- fill in forms
- understand household bills
- help children with homework
- write creative stories
- understand theory for a driver's license
- update your résumé to find a job

Small classes are held in a relaxed and friendly environment. Come and talk to us about what you need. Enrol at any time!

Weekly, each Thursday

9.30am – 3.30pm

Call to discuss cost

COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Computers</b>					
Basics & Beyond	Mondays	3 Feb	1pm – 4pm	\$120 (\$100 conc)	12
Tech Club	Fridays	7 Feb	2.15pm – 4pm	Free	12
Facebook for Business & Community	Thurs	27 Feb	7pm – 8.30pm	\$60	12
<b>English &amp; Maths</b>					
Reading, Writing & Maths	Thursdays	6 Feb	9.30am – 3.30pm	Call us	7
Migrant English	Mon & Tue	10 Feb	10am – 3pm	Free	7
<b>First Aid</b>					
CPR Update	Sat	22 Feb	9am – 12pm	\$70 (\$60 conc)	11
	Tue	4 Mar	6.30 – 9.30pm	\$70 (\$60 conc)	11
Level 1	Tue & Thu	4 Mar	6.30 – 9.30pm	\$100 (\$90 conc)	11
Level 2	Tue & Thu	4 Mar	6.30 – 9.30pm	\$180 (\$170 conc)	11
Level 2 Update	Sat	22 Feb	9am – 4pm	\$130 (\$120 conc)	11
	Fri	28 Mar	9am–4pm	\$130 (\$120 conc)	11
Teachers & Carers	Tue & Thu	4 Mar	6.30–9.30pm	\$220 (\$200 conc)	11
Asthma & Anaphylaxis	Tue	18 Mar	6.30pm–9.30pm	\$70 (\$60 conc)	11
<b>Care and Support 2025</b>					
Childcare	Fridays	7 Feb	10am–3pm	\$50 (\$35 conc)	3
Aged Care	Fridays	2 May	10am–3pm	\$50 (\$35 conc)	3
Disability Support	Fridays	25 Jul	10am–3pm	\$50 (\$35 conc)	3
Health Services	Fridays	10 Oct	10am–3pm	\$50 (\$35 conc)	3
<b>Hairdressing</b>					
Certificate II in Salon Assistant	Weds	5 Feb	9.30am–3pm	Call us	6



COURSE	DAY	START DATE	TIME	COST	PAGE
<b>Horticulture</b>					
Certificate III in Horticulture	Mon – Wed	3 Feb	9.30am—3pm	Call us	5
<b>Hospitality</b>					
Certificate II in Hospitality	Weds	3 Feb	9.30am – 3pm	Call us	5
RSA	TBA		9am – 1pm	\$95 (\$85 conc)	14
Food Safety	Wednesday	19 Mar	9.30am – 2pm	\$120 (\$110 conc)	14
Barista Basics	Wednesday	26 Feb & 2 Apr	9.30am – 2pm	\$80	14
<b>Lifestyle</b>					
Practical Music	Thursdays	6 Feb	10am—3pm	\$90 (\$70 conc)	10
<b>NDIS</b>					
Capacity Building	Various	Ongoing	Various	Call us	13
<b>Work Safety</b>					
White Card	Fri	14 Feb	9am—3.30pm	\$250 (\$240 conc)	15
	Fri	4 Apr	9am—3.30pm	\$250 (\$240 conc)	15



## Sat 8 & Sun 9 Feb

Visit 16 diverse edible gardens. Get advice from local food gardeners about seed-saving, composting, pruning and preserving.



## MUSIC



This award winning course is facilitated by professional musicians and industry experts. No musical experience required.

Topics include.

- Industry roles – performer, production, roadie, manager
- Songwriting
- Performing
- Legal considerations
- Promotion
- Selling recordings online

Micro business skills such as networking, negotiation and marketing, and how they relate to the music industry, shall be explored.

The course includes weekly music sessions, excursions to venues, community radio and performance opportunities.

9 weeks, starting Thurs 6 Feb

10am – 3pm

\$90 (\$70 concession)

Enrol any time



## FIRST AID

All First Aid courses include CPR.

### CPR Update

Accredited Unit. HLTAID009

Provide Cardiopulmonary Resuscitation.

Sat 22 Feb | 9.00am – 12.00pm or

Tue 4 Mar | 6.30pm – 9.30pm or

Fri 28 Mar | 9.00am – 12.00pm

\$70 (\$60 concession)



### First Aid for Teachers & Carers

Accredited Unit. HLTAID012

Provide first aid in an education and care setting.

5 evenings, Tue & Thu, starting:

Tue 4 Mar | 6.30pm – 9.30pm

\$220 (\$200 concession)



### First Aid Level 1

Accredited Unit. HLTAID010

Provide Basic Emergency Life Support (incorporates CPR)

Accredited Unit. HLTAID010

Provide Basic Emergency Life Support. Includes CPR.

2 evenings, Tue & Thu, starting:

Tue 4 Mar | 6.30pm – 9.30pm

\$100 (\$90 concession)



### Asthma & Anaphylaxis Management

Accredited Units. 22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace

22578VIC Course in First Aid Management of Anaphylaxis.

Tues 18 Mar | 6.30pm – 9.30pm

\$70 (\$60 concession)



### First Aid Level 2

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR and Level 1.

4 evenings, Tue & Thu, starting:

Tue 4 Mar | 6.30pm – 9.30pm

\$180 (\$170 concession)



### First Aid Level 2 update

Accredited Unit. HLTAID011

Provide First Aid. Includes CPR.

Sat 22 Feb | 9.00am – 4.00pm or

Fri 28 Mar | 9.00am – 4.00pm

\$130 (\$120 concession)





## COMPUTING

### Computers, Basics and Beyond



Whether you're just starting out, or want to build your skills to a work-ready level, this is the course for you.

This course will give you a full introduction to

- Using Windows 10 and 11
- File management
- Creating documents with Word
- Making spreadsheets with Excel
- Using the internet
- Sending emails

8 weeks, starting Mon 3 Feb

1pm – 4pm

\$120 (\$100 concession)

### Tech Club



Need some help with your phone, tablet/ iPad or computer or any digital device?

These free workshops will show you how it all works and much more. Bring your own device or use one of ours. Join any time.

Every Fri starting 7 Feb

2.15pm – 4pm | Free

### Facebook for Business & Community



More than just the world's most recognisable social network, Facebook is also a great way of finding and engaging with customers and/or members.

Even if you're used to using Facebook for personal purposes, this course will help you with:

- Scheduling posts
- Sharing
- Boosting posts (ads)
- Tagging
- Linking to Instagram
- Administrator controls

4 weeks, starting Thu 27 Feb

7pm – 8.30pm

\$60

# NDIS CAPACITY BUILDING



BCAL's Capacity Building Program aims to improve the lives of participants through building practical and personal skills. New participants are encouraged to come and take a tour of our facilities and sample a session.



## Digital Discovery

Tuesdays 9.30am – 12pm

## Exploring Art

Wednesdays 9.30am – 12.00pm  
or 12.30pm – 3.00pm

## From the Pantry

Thursdays 9.30am – 12.00pm

## Games

Tuesdays 9.30am – 12.00pm

## Group Fitness

Mondays and Wednesdays  
1pm – 1.45pm

## Photography and Friendship

Tuesdays 9.30am – 12pm

## School Lunches

Tuesdays 9.00am – 12.30pm

## The Good Bowl

Mondays 9.30am – 12pm

## Cooking with Kylie

Fridays 9.30am - 12.00pm

## Hair, Beauty & Hygiene

Thursdays 10.00am - 2.00pm

# HOSPITALITY

## Food Safety Level 1



Accredited unit for everyone handling food for public consumption – cafés, clubs, school canteens, milk bars. Includes practical exercises. Lunch is included.

Accredited unit. SITXFSA005  
Use hygienic practices for food safety.

Wed 19 Mar | 9.30am – 2.00pm

\$120 (\$110 conc.)

## Barista Basics



An excellent starting point for the budding barista. Using a full size commercial machine, you will learn how to:

- Consistently extract a great espresso
- Correctly adjust coffee grinders
- Steam milk to perfection
- Correct cleaning and maintenance of the machine

Wed 26 Feb | 9.30am – 2.00pm or

Wed 2 Apr | 9.30am – 2.00pm

\$80



## Responsible Service of Alcohol



Accredited unit complies with government regulations for all persons serving alcohol, including those wanting to work in cafés, clubs, bars, restaurants and special events.

Accredited unit: SITHFAB021  
Provide responsible service of alcohol.

To be advised.

**LIQUOR CONTROL**  
VICTORIA Approved RSA Provider

## WORK SAFETY



## Construction Induction (White Card)



This is the nationally recognised OH&S induction course for anybody wishing to set foot on any building site.

Accredited unit. CPCWHS1001 Prepare to work safely in the construction industry.

Fri 14 Feb | 9.00am – 3.30pm or

Fri 4 Apr | 9.00am – 3.30pm

\$250 (\$240 concession)

# COMMUNITY GROUPS AT BCAL



## Community Garden

Wonthaggi Community Garden is an open space where members of the community, either individuals or groups, come together to grow organic, healthy produce, share skills and techniques.

## Wonthaggi Woodcrafters



The Wonthaggi Woodcrafters have a well equipped workshop and club rooms. Always looking for new members to join this exciting group.

5672 3229 or [woodiessec@gmail.com](mailto:woodiessec@gmail.com)

## U3A Wonthaggi

University of the Third Age is a wholly voluntary organisation providing low cost learning to people over 50. Classes include. art, writing, history, languages, and much more.

0411 263 060 or [secretary@u3awonthaggi.org.au](mailto:secretary@u3awonthaggi.org.au)

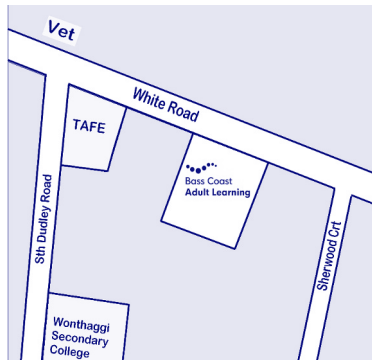


# ABOUT US

Bass Coast Adult Learning (BCAL) is a local, friendly and professional training centre. Expert staff will help you achieve your study, work and life goals. BCAL can provide:

- Accredited courses that are recognised throughout Australia.
- Life skills training tailored to suit your needs.
- Collaboration with local employers to train staff.





## Bass Coast Adult Learning

Learn More.

**239 White Road Wonthaggi**  
**5672 3115    [bcal.vic.edu.au](http://bcal.vic.edu.au)**



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